

State of Rhode Island and Providence Plantations Contract Offer
RIVIP BIDDER CERTIFICATION COVER FORM

SECTION 1 - VENDOR INFORMATION

Bid/RFPNumber: 7548904
Bid/RFP Title: TREE AND SHRUB TRIMMING/REMOVAL MPA #372 (28 PGS)

Opening Date & Time: 8/26/2014 10:00 AM

RIVIP Vendor ID #: 10336

Vendor Name: North-Eastern Tree Service, Inc.
Address: 1000 Pontiac Avenue
Cranston , RI 02920
USA

Telephone: (401) 941-7204
Fax: (401) 941-7271
E-Mail: NETREE444@aol.com
Contact Person: Michael S. Sepe
Title: Owner/President
R.I. Foreign Corp #:

NOTICE TO VENDORS

Each bid proposal for a *public works project* must include a "public copy" to be available for public inspection upon the opening of bids. **Bid proposals that do not include a copy for public inspection will be deemed nonresponsive.** For further information on how to comply with this statutory requirement, see R. I. Gen. Laws §§ 37-2-18(b) and (j). Also see Procurement Regulation 5.11, and in addition, for highway and bridge projects, also see Procurement Regulation 5.13, accessible at www.purchasing.ri.gov.

NOTE: AWARD OF CONTRACTS AND PURCHASE ORDERS SHALL BE SUBJECT, AT THE DISCRETION OF THE PURCHASING AGENT, TO THE OFFEROR COMPLETING AN ON-LINE RIVIP REGISTRATION at www.purchasing.ri.gov. It is THE RESPONSIBILITY OF THE VENDOR to make on-line corrections/updates using the Vendor maintenance program on the RI Division of Purchases Web Site.

SECTION 2 – REQUIREMENTS

ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS CERTIFICATION FORM. Offerors are expected to READ, SIGN and COMPLY WITH all requirements. Failure to do so may be grounds for disqualification of the offer contained herein.

Section 2.1 - RULES FOR SUBMITTING OFFERS

2.1A. This CERTIFICATION FORM MUST BE ATTACHED IN ITS ENTIRETY TO THE FRONT OF THE OFFER and shall be considered an integral part of each offer made by a vendor to enter into a contract with the State of Rhode Island, Division of Purchases. As such, submittal of the entire Bidder Certification Cover Form, signed by a duly authorized representative of the offeror attesting that he/she (1) has read and agrees to comply with the requirements set forth herein and (2) to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award.

To assure that offers are considered on time, each offer must be submitted with the specific Bid/RFP/LOI number (provided above) and the date and time of opening marked in the upper left hand corner of envelope. Each bid/offer must be submitted in separate sealed envelopes.

A complete, signed (in ink) offer package must be delivered to the Division of Purchases (via any mail or messenger service) by the time and date specified for the opening of responses in a sealed envelope.

Bids must be submitted on the RI bid solicitation forms provided, indicating brand and part numbers of items offered, as appropriate. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested WITH THE OFFER. Bidders must be able to submit samples if requested.

Mail To: Division of Purchases, One Capitol Hill, Second Floor, Providence, RI 02908-5855.

Documents misdirected to other State locations or which are not present in the Division of Purchases at the time of opening for whatever cause will be deemed to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the Division of Purchases. Postmarks shall not be considered proof of timely submission.

2.1B. RIVIP SOLICITATIONS. To assure maximum access opportunities for users, public bid/RFP solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Except when access to the Web Site has been severely curtailed and it is determined by the State Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored. When the result of an Internet solicitation is unsuccessful, the State of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors.

2.2. PRICING. Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation) and may not be withdrawn, except with the express permission of the State Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. The State of Rhode Island is exempt from Federal excise taxes and State Sales and Use Taxes. Such taxes shall not be included in the bid price. PRICES QUOTED ARE FOB DESTINATION.

2.3. DELIVERY and PRODUCT QUALITY. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at vendor's expense.

2.4. PREVAILING WAGE, OSHA SAFETY TRAINING, and APPRENTICESHIP REQUIREMENTS.

Bidders must comply with the provisions of the Rhode Island labor laws, including R. I. Gen. Laws §§ 37-13-1 *et seq.* and occupational safety laws, including R. I. Gen. Laws §§ 28-20-1 *et seq.* These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices. The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at www.dlt.ri.gov.

2.5. PUBLIC RECORDS. Offerors are advised that all materials submitted to the State for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for inspection immediately upon request once an award has been made. Offerors are encouraged to attend public bid/RFP openings to obtain information; however, bid/RFP response summaries may be reviewed after award(s) have been made by using the RIVIP at any time or appearing in person at the Division of Purchases Mondays through Fridays between 8:30 a.m. and 3:30 p.m. Telephone requests for results will not be honored. Written requests for results will only be honored if the information is not available on the RIVIP.

SECTION 3 - AWARD DETERMINATION

Award will be made to the responsive and responsible offeror quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the State's sole option.

3.1. BID SURETY. Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Bids submitted without a required bid surety will not be considered.

3.2. SPECIFICATIONS. Unless specified "no substitute," product offerings equivalent in quality and performance will be considered (at the sole option of the State) on the condition that the offer is accompanied by detailed product specifications. Offers which fail to include alternate specifications may be deemed nonresponsive.

SECTION 4 – CONTRACT PROVISIONS

4.1. VENDOR AUTHORIZATION TO PROCEED.

4.1A. When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by the RI Division of Purchases, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order or contract amendment issued by the Division of Purchases PRIOR TO delivery.

4.1B. Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of an order OR Pricing Agreement made in writing by the Purchasing Agent, or a state official with purchasing authority delegated by the Purchasing Agent, shall be considered a binding contract.

4.2. REGULATIONS, GENERAL TERMS AND CONDITIONS GOVERNING STATE CONTRACTS. This solicitation and any contract or purchase order arising from it are issued in accordance with the specific requirements described herein, and the State's Purchasing Laws and Regulations and other applicable State Laws. The Regulations, General Terms and Conditions are incorporated into all state contracts. These regulations and basic information on How To Do Business with the State of Rhode Island are posted on the Rhode Island Vendor Information Program Website (www.purchasing.ri.gov).

4.2A. ARRA SUPPLEMENTAL TERMS AND CONDITIONS. Contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards, shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

4.3. EQUAL EMPLOYMENT OPPORTUNITY. Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 and more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1, of the Rhode Island General Laws, also apply.

4.4. PERFORMANCE BONDS. Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island. Performance bonds must be submitted within 21 calendar days of the issuance of a tentative notice of award.

4.5. DEFAULT and NON-COMPLIANCE. Default and/or non-compliance with the RIVIP requirements and any other aspects of the award may result in withholding of payment(s), contract termination, debarment, suspension, or any other remedy necessary that is in the best interest of the state.

4.6. COMPLIANCE. Vendor must comply with all applicable federal, state and local laws, regulations and ordinances.

4.7. SPRINKLER IMPAIRMENT AND HOT WORK. The Contractor agrees to comply with the practices of the State's insurance carrier for sprinkler impairment and hot work. Prior to performing any work, the Contractor shall obtain the necessary information for compliance from the Risk Management Office at the Department of Administration or the agency for which work will be performed.

SECTION 5 – CERTIFICATIONS AND DISCLOSURES

ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS

Offerors must respond to every disclosure statement.

A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements.

Indicate Yes (Y) or No (N):

- N 1. State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been subject to suspension or debarment by any federal, state, or municipal government agency, or the subject of criminal prosecution, or convicted of a criminal offense within the previous five (5) years. If so, then provide details below.
- N 2. State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has had any contracts with a federal, state or municipal government agency terminated for any reason within the previous five (5) years. If so, then provide details below.
- N 3. State whether your company or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been fined more than \$5000 for violation(s) of Rhode Island environmental laws by the Rhode Island Department of Environmental Management within the previous five (5) years. If so, then provide details below.
- Y 4. I/we certify that I/we will immediately disclose, in writing, to the Chief Purchasing Officer any potential conflict of interest, which may occur during the course of the engagement authorized pursuant to this contract.
- Y 5. I/we acknowledge that, in accordance with Chapter 37-2-54(c) of the Rhode Island General Laws "no purchase or contract shall be binding on the state or any agency thereof unless approved by the Department [of Administration] or made under general regulations which the Chief Purchasing Officer may prescribe", including change orders and other types of contracts and under State Purchasing Regulation 8.2.1.1.2, "any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state".
- Y 6. I/we certify that I/we or my/our firm possesses all licenses required by Federal and State laws and regulations as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and should my/our license lapse or be suspended, I/we shall immediately inform the Rhode Island State Purchasing Agent in writing of such circumstance.
- Y 7. I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and should my/our insurance lapse or be suspended, I/we shall immediately inform the Rhode Island State Purchasing Agent in writing of such circumstance.
- Y 8. I/we certify that I/we understand that falsification of any information herein or failure to notify the Rhode Island State Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.
- Y 9. I/we acknowledge that the provisions and procedures set forth in this form apply to any contract arising from this offer.
- Y 10. I/we acknowledge that I/we understand the State's Purchasing Laws (37-2 of the General Laws of Rhode Island) and Purchasing Regulations and General Terms and Conditions available at the Rhode Island Division of Purchases Website (www.purchasing.ri.gov) apply as the governing conditions for any contract or purchase order I/we may receive from the State of Rhode Island, including the offer contained herein.
- Y 11. I/We certify that the bidder: (i) is not identified on the General Treasurer's list, created pursuant to R.I. Gen. Laws § 37-2.5-3, as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.
- Y 12. I/we certify that the above vendor information is correct and complete.

IF YOU HAVE ANSWERED "YES" TO QUESTIONS #1-3 OR IF YOU ARE UNABLE TO CERTIFY YES TO ITEMS #4-12 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION BELOW AND/OR IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

N/A

Signature below commits vendor to the attached offer and certifies (1) that the offer has taken into account all solicitation amendments, (2) that the above statements and information are accurate and that vendor understands and has complied with the requirements set forth herein. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.



Date 8/26/14

Vendor's Signature (Person authorized to enter into contracts; signature must be in ink.)

MICHAEL S. SEPE, PRESIDENT OF NORTH-EASTERN TREE SERVICE, INC. Print

Name and Title of company official signing offer



Request for Quote

Page 1 of 4

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

CREATION DATE : 24-JUL-14
BID NUMBER: 7548904
TITLE: TREE AND SHRUB TRIMMING/REMOVAL - MPA #372

BUYER: Hill, Lisa
PHONE #: 401-574-8118

BLANKET START : 01-OCT-14
BLANKET END : 30-SEP-15
BID CLOSING DATE AND TIME: 26-AUG-2014 10:00:00

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Requisition Number:

Nole to Bidders: OPTION TO RENEW FOR ONE (1) ADDITIONAL YEAR

Questions concerning this solicitation must be received by the Division of Purchases at: LISA.HILL@@purchasing.ri.gov no later than AUGUST 19, 2014@ 2:00 PM (ET). Questions should be submitted in a Microsoft Word attachment. Please reference the RFQ#7548904 on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Line	Description	Quantity	Unit	Unit Price	Total
1	10/1/14-9/30/15 TIER 1 SERVICE: HOURLY RATE FOR A CREW CONSISTING OF 3 MEN, 1 BUCKET, 1 CHIP TRUCK AND 1 CHIPPER, PER ATTACHED SCOPE (REGULAR BUSINESS HOURS), PER ATTACHED SCOPE		Hour	\$ 210.-	\$ 210.-
2	10/1/14-9/30/15 TIER 1 SERVICE: HOURLY RATE FOR A CREW CONSISTING OF 3 MEN, 1 BUCKET, 1 CHIP TRUCK AND 1 CHIPPER, OVERTIME, PER ATTACHED SCOPE	1.00	Hour	\$ 210.-	\$ 210.-
3	10/1/14-9/30/15 TIER 1 SERVICE: HOURLY RATE FOR A TREE CLIMBER, REGULAR TIME, PER ATTACHED SCOPE	1.00	Hour	\$ 60.-	\$ 60.-
4	10/1/14-9/30/15 TIER 1 SERVICE: HOURLY RATE FOR A TREE CLIMBER, OVERTIME RATE, PER ATTACHED SCOPE	1.00	Hour	\$ 70.-	\$ 70.-
5	10/1/14-9/30/15 TIER 1 SERVICE: HOURLY RATE FOR A SELF-LOADING LOG TRUCK WITH OPERATOR, REGULAR TIME, PER ATTACHED SCOPE	1.00	Hour	\$ 90.-	\$ 90.-
6	10/1/14-9/30/15 TIER 1 SERVICE: HOURLY RATE FOR A SELF-LOADING LOG TRUCK WITH OPERATOR, OVERTIME, PER ATTACHED SCOPE	1.00	Hour	\$ 90.-	\$ 90.-
7	10/1/14-9/30/15 TIER 1 SERVICE: PRICE FOR STUMP GRINDER/HYDROSEEDING 6" TO 12" STUMP, PER ATTACHED SCOPE	1.00	Each	\$ 40.-	\$ 40.-
8	10/1/14-9/30/15 TIER 1 SERVICE: PRICE FOR STUMP GRINDER/HYDROSEEDING 12" TO 24" STUMP, PER ATTACHED SCOPE	1.00	Each	\$ 80.-	\$ 80.-
9	10/1/14-9/30/15 TIER 1 SERVICE: PRICE FOR STUMP GRINDER/HYDROSEEDING 24" TO 36" STUMP, PER ATTACHED SCOPE	1.00	Each	\$ 160.-	\$ 160.-
10	10/1/14-9/30/15 TIER 1 SERVICE: PRICE FOR STUMP GRINDER/HYDROSEEDING 36" AND OVER STUMP, PER ATTACHED SCOPE	1.00	Each	\$ 240.-	\$ 240.-
11	10/1/14-9/30/15 TIER 1 SERVICE: HOURLY RATE FOR FLAGGER, REGULAR TIME, PER ATTACHED SCOPE	1.00	Hour	\$ 42.-	\$ 42.-

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BUYER: Hill, Lisa
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12	10/1/14-9/30/15 TIER 1 SERVICE: HOURLY RATE FOR FLAGGER, OVERTIME, PER ATTACHED SCOPE	1.00	Hour	\$52.-	\$52.-
13	10/1/14-9/30/15 TIER 1 SERVICE: HOURLY RATE FOR SPRAY RIG, REGULAR TIME, PER ATTACHED SCOPE	1.00	Hour	\$50.-	\$50.-
14	10/1/14-9/30/15 TIER 1 SERVICE: HOURLY RATE FOR CRANE WITH OPERATOR, SUITABLE FOR TREE WORK - MINIMUM 25 TON CAPACITY WITH 100' BOOM (MAY BE SUBCONTRACTED), PER ATTACHED SCOPE		Hour	\$60.-	\$60.-
15	10/1/14-9/30/15 TIER 1 SERVICE: HOURLY RATE FOR DUMP TRUCK WITH LOG AND BRUSH LOADING MACHINERY WITH OPERATOR. DUMP TRUCK MUST HAVE MINIMUM HAULING CAPACITY OF 15 CUBIC YARDS OF VEGETATIVE DEBRIS, PER ATTACHED SCOPE Line Note to Bidders: ***** OTHER ASSOCIATED MATERIALS AT COST PLUS 15% INCLUDING, BUT NOT LIMITED TO SHRUBS, MULCH, BUSHES, TREES. *****	1.00	Hour	\$70.-	\$70.-
16	10/1/14-9/30/15 TIER 2 SERVICE: HOURLY RATE FOR A CREW CONSISTING OF 3 MEN, 1 BUCKET, 1 CHIP TRUCK AND 1 CHIPPER, PER ATTACHED SCOPE	1.00	Hour	\$225.-	\$225.-
17	10/1/14-9/30/15 TIER 2 SERVICE: HOURLY RATE FOR CREW CONSISTING OF OF 2 MEN AND 1 BUCKET, PER ATTACHED SCOPE	1.00	Hour	\$160.-	\$160.-
18	10/1/14-9/30/15 TIER 2 SERVICE: HOURLY RATE FOR TREE CLIMBER, PER ATTACHED SCOPE	1.00	Hour	\$80.-	\$80.-
19	10/1/15-9/30/15 TIER 2 SERVICE: HOURLY RATE FOR SELF LOADING LOG TRUCK WITH OPERATOR, PER ATTACHED SCOPE	1.00	Hour	\$90.-	\$90.-
20	10/1/14-9/30/15 TIER 2 SERVICE: HOURLY RATE FOR FLAGGER, PER ATTACHED SCOPE	1.00	Hour	\$50.-	\$50.-

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21	10/1/14-9/30/15 TIER 2 SERVICE: HOURLY RATE FOR CRANE WITH OPERATOR; SUITABLE FOR TREE WORK. MINIMUM 25 TON CAPACITY WITH 100 FEET OF BOOM (MAY BE SUBCONTRACTED), PER ATTACHED SCOPE		Hour	\$ 75.-	\$ 75.-
22	10/1/14-9/30/15 TIER 2 SERVICE: HOURLY RATE FOR DUMP TRUCK WITH OPERATOR, WITH LOG BRUSH LOADING MACHINERY (WITH OPERATOR). DUMP TRUCK MUST HAVE A MINIMUM HAULING CAPACITY OF 15 CUBIC YARDS OF VEGETATIVE DEBRIS, PER ATTACHED SCOPE Line Note to Bidders: ***** OTHER ASSOCIATED MATERIALS AT COST PLUS 15% INCLUDING, BUT NOT LIMITED TO, SHRUBS, MULCH, BUSHES, TREES. *****	1.00	Hour	\$ 90.-	\$ 90.-
23	10/1/14-9/30/15 TIER 2 SERVICE: HOURLY RATE FOR SELF LOADING LOG TRUCK WITH OPERATOR, PER ATTACHED SCOPE	1.00	Hour	\$ 90.-	\$ 90.-
24	10/1/14-9/30/15 TIER 3 SERVICE: HOURLY RATE FOR CREW CONSISTING OF 3 MEN, 1 BUCKET, 1 CHIP TRUCK AND 1 CHIPPER, PER ATTACHED SCOPE	1.00	Hour	\$ 360.-	\$ 360.-
25	10/1/14-9/30/15 TIER 3 SERVICE: HOURLY RATE FOR CREW CONSISTING OF 2 MEN, AND 1 BUCKET, PER ATTACHED SCOPE	1.00	Hour	\$ 320.-	\$ 320.-
26	10/1/14-9/30/15 TIER 3 SERVICE: HOURLY RATE FOR TREE CLIMBER, PER ATTACHED SCOPE	1.00	Hour	\$ 100.-	\$ 100.-
27	10/1/14-9/30/15 TIER 3 SERVICE: HOURLY RATE FOR FLAGGER, PER ATTACHED SCOPE	1.00	Hour	\$ 60.-	\$ 60.-
28	10/1/14-9/30/15 TIER 3 SERVICE: HOURLY RATE FOR SELF LOADING LOG TRUCK WITH OPERATOR, PER ATTACHED SCOPE	1.00	Hour	\$ 200.-	\$ 200.-
29	10/1/14-9/30/15 TIER 3 SERVICE: HOURLY RATE FOR CRANE WITH OPERATOR, SUITABLE FOR TREE	1.00	Hour	\$ 300.-	\$ 300.-

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Line	Description	Quantity	Unit	Unit Price	Total
	WORK-MINIMUM 25 TON CAPACITY WITH 100 FEET OF BOOM (CRANE WORK MAY BE SUBCONTRACTED), PER ATTACHED SCOPE			/	/
30	10/1/14-9/30/15 TIER 3 SERVICE: HOURLY RATE FOR DUMP TRUCK WITH LOG AND BRUSH LOADING MACHE WITH OPERATOR. DUMP TRUCK MUST HAVE MINIMUM HAULING CAPACITY OF 15 CUBIC YARDS OF VEGETATIVE DEBRIS, PER ATTACHED SCOPE Line Note to Bidders: ***** OTHER ASSOCIATED MATERIALS AT COST PLUS 15% INCLUDING BUT NOT LIMITED TO, SHRUBS, MULCH, BUSHES, TREES, *****	1.00	Hour	\$ 200.-	\$ 200.-
31	10/1/14-9/30/15 TIER 3 SERVICE: HOURLY RATE FOR RETAINING A CREW IN ADVANCE OF AN ANTICIPATED EVENT, AS DESCRIBED IN THE TIER 3 SCOPE OF WORK	1.00	Hour	\$ 240.-	\$ 240.-

Delivery: _____

Terms of Payment: _____

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State of Rhode Island
Division of Purchases

Public Works
Bid Preparation Checklist

Date: 7/28/2014

Bid#: 7548904

Title: TREE AND SHRUB TRIMMING/REMOVAL – MPA #372

This checklist is provided to assist the bidder in preparing a bid proposal for submission. It is not a substitute for a thorough review of the Instruction to Bidders nor a comprehensive list of all bid proposal requirements. Each bidder is responsible to review the Instructions to Bidders and to comply with all requirements of the Solicitation.

Bid Proposal Package:

- ☒ RIVIP Bidder Certification Cover Form (completed) signed in ink
- ☒ Bid Form
 - All applicable blank spaces on the Bid Form have been completed
 - All Addenda have been acknowledged
 - Bid price printed legibly in ink (in both words and figures that match where specified)
 - Erasures or corrections have been initialed by person signing the Bid Form
 - Bid Form is signed in ink
- ☐ Bid Surety
 - Bid bond or certified check (for DOT projects, bid bond only)
 - Bid surety is five percent of the bid total (or such other specified amount)
 - Bid Bond is signed by the bidder and surety
 - Power of Attorney is attached to the Bid Bond showing the name of person who signed the surety bond
- ☒ Public Copy of bid proposal in pdf format on a read-only CD-R media disk
- ☐ General Contractor Apprenticeship Certification Form "2013-14" (for projects \$1,000,000 and greater) required at time of bid proposal submission

Note: General Contractor Apprenticeship Re-Certification and Certification Form "2013-16" and Subcontractor Apprenticeship Certification Form "2013-15" are not required at time of bid proposal submission deadline.

- ☒ Applicable professional licenses (as specified in the Solicitation)
- ☐ Rhode Island Contractor Registration Board No.
- ☒ All bid proposal documents in a sealed envelope with the specific Solicitation #, Solicitation title, and the bid proposal submission deadline marked in the upper left hand corner of the envelope
- ☐ Each bid proposal submitted in a separate sealed envelope
- ☐ Completed Form W-9
- ☒ Other _LIST OF EQUIPMENT OWNED/LEASED

ONLY THE ITEMS THAT ARE CHECKED ON THE ATTACHED "INSTRUCTIONS TO BIDDERS PUBLIC WORKS SERVICES", DOCUMENT 2014-3, ARE APPLICABLE TO THIS SOLICIATION.

LISA HILL

CHIEF BUYER

Contact Information: 401-574-8118

OSHA 10-HOUR CERTIFICATION





VALID 2014
NO. 181

RHODE ISLAND
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
DIVISION OF FOREST ENVIRONMENT

Standard Arborist License

This is to certify that **Michael Sepe** of Cranston, RI
whose signature appears on the reverse side holds a
Standard License and is duly authorized to engage in
arboricultural work within the state of RI.

Christine A. Sparks
Assistant Director of Natural Resources

Sam P. Davis
Director of Environmental Management

STANDARD ARBORIST LICENSE issued to
persons who pass an examination which includes all
phases of arboriculture.

UTILITY ARBORIST LICENSE issued to persons
who pass an examination limited to trimming, pruning,
climbing, removal, identification of trees, and safety practices
relating directly to providing clearance for the safe and
reliable operation of utility lines and equipment.

This license expires 12-31-2014

Signature: _____

EHAP CERTIFICATION



Chair of the Board
Gregory S. Daniels
The F.A. Bartlett Tree Expert Co.
Stamford, Connecticut
203.323.1131
gdaniels@bartlett.com

Vice Chair
Tim Harris
Buckley Tree Service, Inc.
New Berlin, Wisconsin
262.547.4732
timharris@buckeytree.com

Senior Director
Thomas J. Golon
Wonderland Tree Care, Inc.
Oyster Bay, New York
516.922.5348
tjgolon@wonderlandtree.com

Directors
Tom Tolpelt
Swingle Tree Company
Denver, Colorado
303.337.6200
ttolpelt@swingletree.com

Mark Shipp
Opiky Hill Insurance
Santa Barbara, California
800.566.6464 x 238
mshipp@ohins.com

Jeanne Houser
McFarland Landscape Services, Inc.
Philadelphia, Pennsylvania
215.438.2970
mcfarland@mcfarland.com

Scott Jamieson
The Care of Trees, Inc.
Wheeling, Illinois
847.459.8400
sjamieson@thecareoftrees.com

Stacy Hughes
Terry Hughes Tree Service
Gretna, Nebraska
402.253.2919
stacy@hughes-tree.com

Randy J. Owen
Owen Tree Service, Inc.
Attica, Michigan
rjowen@owentree.com
610.724.6651

Terrill Collier
Collier Arbor Care
Clackamas, Oregon
503.722.7767
terril@collierarbor.com

President
Cynthia Mills, CAE
Tree Care Industry Association
Manchester, New Hampshire
603.314.5380 x 121
mills@treecareindustry.org

May 4, 2004

Mr. Michael Sepe
North-Eastern Tree Service, Inc.
1000 Pontiac Ave
Cranston, RI 02920

Dear Mr. Sepe:

This letter is to inform you that the following students have completed the Electrical Hazard Awareness Program, (EHAP).

We are in the process of printing the EHAP certificates and wallet cards. Should you need proof or reference for the completion of the EHAP program, this letter can serve as that or I may be contacted at the TCIA office for referencing.

Michael Sepe
Adam Sepe

As always, thank you for your continued support.

Sincerely,


Stacy L. Knight

Administrative Assistant
TCIA, the Tree Care Industry Association

Certificate of Completion

TCLIA Electrical Hazards Awareness Program

This certifies that

Michael Sepe, Jr.

has completed the Tree Care Industry Association



10/15/12 – 04/18/13

Date

Mark Garvin

Mark Garvin, President



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/20/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Gencorp Insurance Group 16 Main Street East Greenwich RI 02818	CONTACT NAME: Lynn Dunham, AAI, AIS PHONE (A/C No. Ext): (800) 232-0582 FAX (A/C No.): (401) 884-0290 E-MAIL ADDRESS: ldunham@gencorp-ins.com
INSURED North-Eastern Tree Service, Inc. 1000 Pontiac Avenue Cranston RI 02920	INSURER(S) AFFORDING COVERAGE INSURER A: Employers Mutual Casualty Co INSURER B: National Union Fire Company INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: CL1482019936

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		4D7-61-05	6/15/2014	6/15/2015	MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC							
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS		4E7-61-05	6/15/2014	6/15/2015	BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR		EBU015628441	8/20/2014	6/15/2015	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 1,000,000
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

BID Tree & Shrub trimming & removal

MPA 372

Certificate Holder included as additional insured on the GL where required by written contract.

CERTIFICATE HOLDER

CANCELLATION

State of Rhode Island Division of Purchasing 2 Capitol Hill Providence, RI 02903	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	R Padula, CIC/LDUNHA

IMSA FLAGGING CERTIFICATION



IMSA

*The Leading International Resource for Information, Education,
and Certification for Public Safety.*

Reply To: P.O. Box 839, 165 East Union Street, Newark, NY 14513-0539
(315) 331-2182 • (800) 723-4672 • FAX (315) 331-8205
E-mail: info@IMSAsafety.org • Visit our Web Site: www.IMSAsafety.org

February 22, 2002

To Whom It May Concern:

I am an approved moderator of various *certification* courses for the *International Municipal Signal Association*. Our *certification* courses in traffic control, signs & markings, traffic signals, roadway lighting, fire alarm, and public safety dispatching are recognized throughout the United States, Canada, and internationally.

I moderated a course on *Workzone Safety/Temporary Traffic Control* for employees of *North-Eastern Tree Service, Inc* on February 4-5, 2002. This course is in keeping with the MUTCD standards and fulfills the requirements of Section 6B.01(A).

All students successfully passed this course and are now certified by IMSA in *Workzone Safety/Temporary Traffic Control*. Their certificates (of successful passage) are being processed and not available at this time. Any questions may be addressed to me at (401) 233-1034.

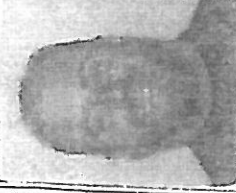
Very truly yours,

A handwritten signature in black ink, appearing to read 'B. James Suzman'.

B. James Suzman
IMSA Executive Board of Directors

107th Annual IMSA Conference and 25th Annual IMSA School
August 23-30, 2002, The Hyatt Regency Crystal City, Arlington, Virginia

**New England Laborers' Training Academy
Highway Work Zone Safety**



Name:

John Cullen

S.S./Cert.#:

035402449FLAG1198

Completion Date:

11-20-98

Hours Completed:

8-Hours

NORTH-EASTERN TREE SERVICE, INC.

1000 Pontiac Avenue, Cranston, RI 02920

Tel: 401-941-7204 – Fax: 401-941-7271 – E-mail: Netree444@aol.com

LIST OF EQUIPMENT

BUCKET TRUCKS

1. 2012 Freightliner M2-106 Altec Bucket Truck LRV56 #1
2. 2012 Freightliner M2-106 Altec Bucket Truck LRV56 #2
3. 2012 Freightliner M2-106 Altec Bucket Truck LRV56 #3
4. 2012 Freightliner M2-106 Altec Bucket Truck LRV56 #4
5. 2012 International Altec Bucket4300
6. 2006 Ford F-750 Bucket Truck with Aerial Lift Boom
7. 2005 Ford F-750 Bucket Truck #1 with Aerial Lift Boom
8. 2005 Ford F-750 Bucket Truck #2 with Aerial Lift Boom
9. 2004 Ford F-750 Bucket Truck #1 with Aerial Lift Boom
10. 2004 Ford F-750 Bucket Truck #2 with Aerial Lift Boom
11. 2003 Ford F-750 Bucket Truck with Aerial Lift Boom
12. 2002 Ford F-750 Bucket Truck with Aerial Lift Boom
13. 2001 Ford F-750 Bucket Truck with Aerial Lift Boom

BRUSH CHIPPERS

1. 2014 Morbark M15R Brush Chipper
2. 2012 Brush Bandit 255XP
3. 2012 Morbark Chipper #1
4. 2012 Morbark Chipper #2
5. 2008 Altec DC 1419 Brush Chipper
6. 2006 Brush Bandit 1990 Drum Chipper
7. 2004 Brush Bandit 250 XP Brush Chipper #1
8. 2004 Brush Bandit 250 XP Brush Chipper #2
9. 2003 Brush Bandit 250 XP Brush Chipper #1
10. 2003 Brush Bandit 250 XP Brush Chipper #2
11. 2002 Brush Bandit 250 XP Brush Chipper
12. 2002 Brush Bandit 200 XP Brush Chipper
13. 2001 Brush Bandit 254 XP Brush Chipper
14. 1999 Brush Bandit 250 XP Brush Chipper

LARGE DUMP TRUCKS

1. 2012 Ford F-550 Dump Truck
2. 2006 Ford F-550 Dump Truck
3. 2006 Freightliner M-2 Container Body
4. 2005 Freightliner M-2 Container Body
5. 2005 Ford F-750 Dump Truck
6. 2004 Ford F-750 Dump Truck
7. 2005 Freightliner M2 Platform Body
8. 2003 Ford F-750 Dump Truck
9. 2001 Ford F-650 Dump Truck
10. 1999 Isuzu Flat Bed Truck

LIST OF EQUIPMENT

Page 2

MEDIUM DUMP TRUCKS

1. 2006 Ford F-550 Dump Truck
2. 2004 Ford F-450 Dump Truck #2
3. 2004 Ford F-450 Dump Truck #1
4. 2002 Ford F-350 Dump Truck

LOG LOADERS

1. 2007 Mack Roll-Off Truck
2. 2004 Sterling Roll-Off Truck
3. 2006 Hyundai 740TM Loader
4. 2005 Hyundai 740TM Loader
5. 2004 BobCat Skid Steer Log Loader
6. 2003 New Holland Skid Steer LS-190 Log Loader
7. 2002 JCB 407 ZX Log Loader
8. 2001 JCB 407B ZX Log Loader
9. 1987 GMC Log Truck w/ self-loading log loader

STUMP GRINDERS

1. 2013 Carlton Stump Grinder
2. 2012 Carlton SP 7015 Stump Grinder
3. 2009 Brush Bandit 2800 SP Stump Grinder
4. 2006 Carlton SP7015 Wheeled Stump Grinder
5. 2006 Carlton SP7015 TRX Stump Grinder
6. 2005 Vermeer SC-752 Stump Grinder
7. 2004 Vermeer SC-352 Stump Grinder #1
8. 2004 Vermeer SC-352 Stump Grinder #2
9. 2003 Rayco RG 1672 Hydrostatic Stump Cutter
10. 2002 Vermeer SC-752 Stump Grinder
11. 2000 Vermeer SC-252 Stump Grinder

SPECIALITY

1. 2006 Western Star Live Body Tractor Trailer
2. 2005 Brush Bandit BEAST Recycler Model 3680
3. 2004 Bowie Hydro Mulcher 1100 Victor
4. 1999 Morbark 1300 Tub Grinder
5. Caterpillar 330L Excavator

MISCELLANEOUS

1. Numerous Chain Saws and Small Power Equipment
2. Various Pesticide and Herbicide Application Equipment
3. Numerous Other Hand Tools and Equipment Necessary to the Tree Service Industry



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Minority Business Enterprise Compliance Office
Minority Business Enterprise Utilization Plan

Company Name: NORTH-EASTERN TREE SERVICE, INC.
Representative's Name who administers MBE Program: MICHAEL S. SEPE
Street Address: 1000 PONTIAC AVENUE
City, State, Zip: CRANSTON, RI 02920 Telephone: 401-941-7204
Email: NETREE444@yahoo.com Project Location: STATE OF RI
Bid or Project #: 7548904 Date Bid Opened: AUGUST 26, 2014
Description of Work: TREE + SHRUB TRIMMING / REMOVAL
Contract Value: TBD MBE % Assigned: 10%
Total # of Subcontractors/Suppliers used: 1 # of MBE Subcontractors/Suppliers used: 1

List All Subcontractors/Suppliers/Consultants/Independent Contractors – Total Dollar Amounts – Scope of Work:

Subcontractor / Supplier	Dollar Award	Scope/Description of Work	RI Certified MBE Y/N
ARCHITECTS 2000, INC	TBD	CONTRACT DOCUMENTATION + ADMINISTRATION	YES

Note: Only those Minority Business Enterprises certified by the Rhode Island Department of Administration may be utilized to fulfill the MBE participation requirement pursuant to RIGL 37-14.1. Vendors may count towards it MBE requirement 60% of expenditures for material and supplies required under a contract and obtained from an MBE regular dealer/supplier, and 100% of such expenditures when obtained from an MBE manufacturer. For firms certified as a broker, only the fees and commission charged for the procurement, but not the cost of the materials or services, are eligible for MBE participation credit. Also note that MBE firms identified above must complete all work under their respective contracts with their own forces.

The above referenced contract will not be released until this plan has been approved by the Director of the Department of Administration or its designee.

For assistance and advice in identifying MBE firms, please call the Minority Business Enterprise Compliance Office at (401) 574-8670. The directory of all certified MBE firms is also located at www.mbe.ri.gov.

Signature of Authorized Agent of Business: Matthew Date: 8/22/14

Send Completed Form to:
Minority Business Enterprise Compliance Office
Department of Administration
One Capitol Hill 2nd Floor
Providence, RI 02908
Phone: (401) 574-8670
Fax: (401) 574-8387
Web site: www.mbe.ri.gov

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



Department of Administration
Minority Business Enterprise Compliance Office
One Capitol Hill
Providence, RI 02908-5860
Office: (401) 574-8670
Fax: (401) 574-8387

RI Relay: 711
www.mbe.ri.gov

November 4, 2013

Ms. Nancy Sepe
Architects 2000, Inc.
1000 Pontiac Avenue
Cranston, RI 02920

Dear Ms. Sepe:

Based on the annual review package provided by you, a determination has been made that your firm remains eligible for certification as a WBE for the State of Rhode Island Minority Business Enterprise Program. Your "Minority Business Certification Number" which you can utilize as proof of your status is MBCN 1074. Your company has been approved as a **WBE** to conduct business primarily as an **"architectural and design services, including architectural models"** firm under primary NAICS Code 541310.

Your certification remains valid until **11/30/2014** unless revoked sooner based on a determination of ineligibility. It is your responsibility to notify the Minority Business Enterprise Compliance Office of any changes in the ownership or control of your business within 30 days of such changes. At the end of your certification period, if you wish to recertify, your company will undergo a substantive review, including a new site visit, as applicable.

In order to maintain your certification during the certification period, you must submit your annual review package sixty (60) days prior to your annual review date which is **11/30/2014**. Your annual review package must include: (a) a completed No Change Affidavit; (b) current corporate financial statements; (c) current corporate and personal tax returns including all schedules and attachments; (d) completed Personal Financial Statement and Statement of Disadvantage Forms; and (e) a copy of your current certification letter from your home state UCP if firm is not based in Rhode Island. Failure to submit your annual review package will result in an administrative removal of your certification.

We wish you success in the State of Rhode Island's Minority Business Enterprise Program; and, if we can be of further assistance to you, please contact this office.

Sincerely,

Charles C. Newton, Administrator
MBE Compliance Office

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



Department of Administration
Minority Business Enterprise Compliance Office
One Capitol Hill
Providence, RI 02908-5860
Office: (401) 574-8670
Fax: (401) 574-8387

RI Relay: 711
www.mbe.ri.gov

November 4, 2013

Ms. Nancy Sepe
Architects 2000, Inc.
1000 Pontiac Avenue
Cranston, RI 02920

Dear Ms. Sepe:

Based on the annual review package provided by you, a determination has been made that your firm remains eligible for certification as a **DBE**. If your company has been also identified as a DBE, be advised that the MBE Compliance Office, acting as certification agent for RIDOT, RIAC, and RIPTA, has determined that your firm continues to meet the certification criteria as established by U.S. DOT under 49 CFR Part 26. The number that you may utilize as proof of your certification is MBCN 1074. Your company has been approved as a **DBE** to conduct business primarily as an **“architectural and design services, including architectural models”** firm under primary NAICS Code 541310.

Please be advised that it is your responsibility to notify the Minority Business Enterprise Compliance Office of any changes in the ownership or control of your business within 30 days of such changes. In order to maintain your certification as a DBE, you must submit your annual review package sixty (60) days prior to your annual review date which is **11/30/2014**. Your annual review package must include: (a) a completed No Change Affidavit; (b) current corporate financial statements; (c) current corporate and personal tax returns including all schedules and attachments; (d) completed Personal Financial Statement and Statement of Disadvantage Forms; and (e) a copy of your current certification letter from your home state UCP if firm is not based in Rhode Island. Please be advised that the review of your firm's continued eligibility will also include periodic site visits. Failure to submit your annual review package will result in an administrative removal of your certification.

We wish you success in the Department of Transportation's Disadvantaged Business Enterprise Program, as applicable; and, if we can be of further assistance to you, please contact this office.

Sincerely,

Charles C. Newton, Administrator
MBE Compliance Office



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website: www.purchasing.ri.gov

**DIVISION OF PURCHASES
INSTRUCTIONS TO BIDDERS
PUBLIC WORKS SERVICES (PWS)**

✓ **Offer to Contract**

All bid proposals are subject to and constitute an offer to contract with the State of Rhode Island through the Division of Purchases on the terms and conditions contained in this solicitation, any addenda, applicable federal and municipal law, and the laws of the State of Rhode Island, including all procurement statutes and regulations (available at www.purchasing.ri.gov), all of which are incorporated by this reference into any contract awarded pursuant to this solicitation.

The terms and conditions in these Division of Purchases Public Works Bid Clauses supersede any and all inconsistent or conflicting terms and conditions in any other provision of any other document in this solicitation and shall govern this solicitation and the award of any contract pursuant to this solicitation.

✓ **Noncompliance**

Bidders must comply with all requirements. Any failure to comply may result, at the discretion of the State Purchasing Agent, in the disqualification of the bid proposal.

Failure of the successful bidder to comply with the terms and conditions of the contract awarded pursuant to this solicitation may result in nonpayment, termination of the contract, suspension or debarment of the bidder, or any other necessary or appropriate remedy in the sole discretion of the State Purchasing Agent.

✓ **Addenda**

Bidders are responsible for checking for addenda, all of which become incorporated into this solicitation upon posting on the Division of Purchases website at www.purchasing.ri.gov. No addenda will be posted within the 5-day period preceding the submission date for bid proposals.

Apprenticeship

The successful bidder must employ apprentices on this project (if the value of the project is at least \$1 Million) in accordance with the apprentice to journey person ratio for each trade approved by the State Apprenticeship Council. Specific information is available at www.dlt.ri.gov/apprenticeship.

✓ **Award**

The State Purchasing Agent, in his or her sole discretion, will award the contract pursuant to this solicitation to the responsive and responsible bidder who submits the lowest responsive and responsible bid. A binding contract between the State of Rhode Island and the successful bidder will be formed only by the issuance of a Purchase Order by the Division of Purchases.

✓ **Bid Proposal Submission**

Each bid proposal (a complete package, with the signed Bidder Certification Cover Form) must be submitted in a *separate sealed envelope* with the specific "Bid Number" and the "Submission Date and Time" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered to the Division of Purchases (via mail or messenger service) by the date and time specified for the submission of bid proposals. Bidders should allow at least one hour additional time for parking and clearance through security checkpoints when delivering a bid proposal in person or by messenger. Bids must be addressed to:

Rhode Island Department of Administration
Division of Purchases
One Capitol Hill, Second Floor
Providence, RI 02908-5855

Bid proposals that are not present in the Division of Purchases at the date and time specified for the submission of bid proposals for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Contractors Registration

The bidder must have and maintain a valid certificate of registration issued by the Contractors' Registration Board throughout the term of the contract awarded pursuant to this solicitation and ensure that its subcontractors, unless exempt from registration, also obtain and maintain valid certificates of registration.

✓ **Divestiture of Investments in Iran Requirement**

No bidder engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each bidder submitting a bid proposal or entering into a renewal of a contract is required to certify that the bidder does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws § 37-2.5-3.

Domestic Steel

Any steel products required by the plans and specifications in this solicitation must be fabricated or processed from steel made in the United States.

✓ **Equal Opportunity**

The successful bidder must demonstrate a commitment to equal opportunity and submit an affirmative action plan for review by the State Equal Opportunity Office.

✓ **Foreign Corporations**

No foreign corporation may transact business in the State of Rhode Island until it shall have obtained a Certificate of Authority from the Rhode Island Secretary of State. The successful bidder will be required to provide a Good Standing Certificate issued by the Rhode Island Secretary of State within the 10-day period following the tentative letter of award.

✓ **Inspection**

The bidder is responsible for carefully reviewing all of the requirements of this solicitation, inspecting the project site, including (without limitation) checking and/or verifying measurements, site conditions, any limitations, and other details, prior to preparing and submitting its bid proposal.

✓ Insurance

The successful bidder must submit a certificate of insurance that references the solicitation number and names the State of Rhode Island as "certificate holder" and as "additional insured" upon the issuance of the tentative letter of award, on an annual basis during the term of the contract awarded pursuant to this solicitation, and from time to time upon request. The certificate of insurance must state that 20 days' advance notice of cancellation will be sent to: Rhode Island Department of Administration, Division of Purchases, One Capitol Hill, Providence, Rhode Island 02908-5855, fax # 401-574-8387, and provide evidence of the following specific types and amounts of insurance:

<u>Type of Insurance</u>	<u>Amount of Coverage</u>
Comprehensive General Liability	
Bodily injury	\$1 Million each occurrence \$1 Million annual aggregate
Property damage	\$500,000 each occurrence \$500,000 annual aggregate
Independent contractors Contractual (including construction "hold harmless" and other types of Contracts or agreements in effect for insured operations) Completed operations Personal injury (with employee exclusion deleted)	
Automobile Liability	
Combined Single Limit	\$1 Million each occurrence
Bodily injury, property damage, including non owned and/or hired vehicles and equipment	
Workers Compensation	
Coverage B	\$100,000

The State Purchasing Agent reserves the right to accept alternate forms and plans of insurance and/or to required additional or more extensive coverage.

✓ **Licenses**

The successful bidder and anyone performing any work on the contract awarded pursuant to this solicitation must possess all of the licenses required by any governmental authority to perform such work.

✓ **Minority Business Enterprises**

Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, et seq. The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov, Visit the website <http://www.mbe.ri.gov/>

✓ **Occupational Safety**

The successful bidder must ensure (if the total project cost is at least \$100,000) that all employees at the project site possess a card issued by the United States Department of Labor certifying successful completion of an OSHA ten (10) hour construction safety program.

Payment and Performance Bonds

The successful bidder must furnish a 100% payment and performance bond from a surety licensed to conduct business in the State of Rhode Island upon the tentative award of the contract.

Prebid Conference

Bidders must attend a mandatory prebid conference and are encouraged to attend a nonmandatory prebid conference. The bidder's representative must register with the Division of Purchases at the mandatory prebid conference and identify the bidder he or she represents.

✓ **Public Copy**

Each bid proposal must include a "public copy" to be available for public inspection upon the opening of bids. For further information on how to comply with this statutory requirement, see R. I. Gen. Laws § 37-2-18(b), Procurement Regulation 5.11, and in addition, for highway and bridge projects, also see Procurement Regulation 5.13, accessible at www.purchasing.ri.gov.

✓ **Reservation of Rights**

The Division of Purchases reserves the right to revoke, suspend, or terminate this solicitation at any time in its sole discretion.

✓ **Subcontractors**

The bidder must demonstrate that it is able to perform a substantial portion of the work using its own workforce. Any bidder that does not maintain a permanent workforce and/or proposes to perform a disproportionate amount of the work through one or more subcontractors will be considered unqualified. The Division of Purchases reserves the right to reject any such bid proposal.

Substitutions

Products specified in this solicitation establish a standard of quality, performance, dimension, function, and appearance. Proposed substitutions must meet the standard and will not be considered without the prior written approval of the Division of Purchases. A request for substitution must include the detailed information necessary for a comprehensive evaluation.

✓ **Taxes**

The State of Rhode Island is exempt from federal excise taxes and state sales and use taxes. The bidder shall not include such taxes in any prices in the bid proposal.

✓ **Termination**

The Division of Purchases reserves the right to terminate any contract awarded pursuant to this solicitation at any time, for any reason, with or without cause.

✓ Wages

For contracts that total less than \$1 Million

The successful bidder and its subcontractors must pay their workers at the applicable prevailing wage rates (for the various trades) on a weekly basis, pay one and one-half times the applicable prevailing wage rates to any worker who works more than 40 hours in any one week or more than 8 hours in any one day, and submit certified weekly payroll forms on a monthly basis to the agency. Prevailing wage posters and rate schedules, available at the Rhode Island Department of Labor and Training website at www.dlt.ri.gov, must be posted at the project site.

For contracts that may total \$1 Million or Greater

The successful bidder and its subcontractors must pay their workers at the applicable prevailing wage rates for the various trades on a weekly basis, pay one and one-half times the applicable prevailing wage rates to any worker who works more than 40 hours in any one week or more than 8 hours in any one day, submit certified weekly payroll forms on a monthly basis to the agency, and maintain (for contracts totaling \$1 Million or more) a certified prevailing wage daily log at the project site. Prevailing wage posters and rate schedules, available at the Rhode Island Department of Labor and Training website at www.dlt.ri.gov, must be posted at the project site.

✓ Withdrawal

Bid proposals are irrevocable for a period of 60 days following the due date for their submission.



State of Rhode Island Department of Administration
Division of Purchases

REVISED
November 20, 2013

NOTICE TO VENDORS

Each bid proposal for a *public works project* must include a "public copy" to be available for public inspection upon the opening of bids. **Bid proposals that do not include a copy for public inspection will be deemed nonresponsive.**

The public copy must be submitted in .pdf (portable document file) format on a *read-only* CD-R media disc. The disc must include *all of the documents* submitted in response to the solicitation concatenated or merged into one file. The file must be named in the following manner:

BidNumber_DateofBid_VendorName_VendorID.pdf

The Bidder Certification Cover Form contains all of the information for the file name. The date of bid must appear as mm-dd-yyyy. The vendor name must appear as one word, with no spaces or punctuation. Underscores must separate the fields.

Example: 7543210_11-08-2013_OceanStateCompanyInc_9867.pdf

The public copy disc must be separately enclosed in a protective cover clearly marked "Public Copy" and include the following information (all available from the Bidder Certification Cover Form): (1) title of solicitation; (2) name of bidder and RIVIP vendor ID number; (3) bid number; and (4) date of bid.

The public copy may redact any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 *et seq.*

For further information on how to comply with this statutory requirement, see R. I. Gen. Laws §§ 37-2-18(b) and (j). Also see Procurement Regulation 5.11 accessible at www.purchasing.ri.gov



Lincoln D. Chafee
Governor
Charles J. Fogarty
Director

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex

1511 Pontiac Avenue
Cranston, RI 02920-4407

TTY:

Via RI Relay 711

STATE CONTRACT ADDENDUM

RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING

PREVAILING WAGE REQUIREMENTS

(37-13-1 ET SEQ.)

The prevailing wage requirements are generally set forth in RIGL 37-13-1 et seq. These requirements refer to the prevailing rate of pay for regular, holiday, and overtime wages to be paid to each craftsmen, mechanic, teamster, laborer, or other type of worker performing work on public works projects when state or municipal funds exceed one thousand dollars (\$1,000).

All Prevailing Wage Contractors and Subcontractors are required to:

1. Submit to the Awarding Authority a list of the contractor's subcontractors for any part or all of the prevailing wage work in accordance with RIGL § 37-13-4;
2. Pay all prevailing wage employees at least once per week and in accordance with RIGL §37-13-7 (see Appendix B attached);
3. Post the prevailing wage rate scale and the Department of Labor and Training's prevailing wage poster in a prominent and easily accessible place on the work site in accordance with RIGL §37-13-11; posters may be downloaded at www.dlt.ri.gov/pw/Posters.htm, [poster/htm](http://www.dlt.ri.gov/poster/htm) or obtained from the Department of Labor and Training, Center General Complex, 1511 Pontiac Avenue, Cranston, Rhode Island;
4. Access the Department of Labor and Training website, at www.dlt.ri.gov on or before July 1st of each year, until such time as the contract is completed, to ascertain the current prevailing wage rates and the amount of payment or contributions for each covered prevailing wage employee and make any necessary adjustments to the covered employee's prevailing wage rates effective July 1st of each year in compliance with RIGL §37-13-8;
5. Attach a copy of this CONTRACT ADDENDUM and its attachments as a binding obligation to any and all contracts between the contractor and any

An Equal Opportunity Employer/Program./Auxiliary aids and services are available upon request to individuals with disabilities.

TTY via RI Relay 711



Lincoln D. Chafee
Governor
Charles J. Fogarty
Director

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex
1511 Pontiac Avenue
Cranston, RI 02920-4407

Telephone; (401) 462-8000
TTY; Via RI Relay 711

subcontractors and their assignees for prevailing wage work performed pursuant to this contract;

6. Provide for the payment of overtime for prevailing wage employees who work in excess of eight (8) hours in any one day or forty (40) hours in any one week as provided by RIGL §37-13-10;
7. Maintain accurate prevailing wage employee payroll records on a Rhode Island Certified Weekly Payroll form available for download at www.dlt.ri.gov/pw.forms/htm, as required by RIGL §37-13-13, and make those records available to the Department of Labor and Training upon request;
8. Furnish the fully executed RI Certified Weekly Payroll Form to the awarding authority on a monthly basis for all work completed in the preceding month.
9. For general or primary contracts one million dollars (\$1,000,000) or more, shall maintain on the work site a fully executed RI Certified Prevailing Wage Daily Log listing the contractor's employees employed each day on the public works site; the RI Certified Prevailing Wage Daily Log shall be available for inspection on the public works site at all times; this rule shall not apply to road, highway, or bridge public works projects. Where applicable, furnish both the Rhode Island Certified Prevailing Wage Daily Log together with the Rhode Island Weekly Certified Payroll to the awarding authority.
10. Assure that all covered prevailing wage employees on construction projects with a total project cost of one hundred thousand dollars (\$100,000) or more has a OSHA ten (10) hour construction safety certification in compliance with RIGL § 37-23-1;
11. Employ apprentices for the performance of the awarded contract when the contract is valued at one million dollars (\$1,000,000) or more, and comply with the apprentice to journey person ratio for each trade approved by the apprenticeship council of the Department of Labor and Training in compliance with RIGL §37-13-3.1;
12. Assure that all prevailing wage employees who perform work which requires a Rhode Island trade license possess the appropriate Rhode Island trade license in compliance with Rhode Island law; and

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Department of Labor and Training

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Governor

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Director

13. Comply with all applicable provisions of RIGL §37-13-1, et. seq;

Any questions or concerns regarding this CONTRACT ADDENDUM should be addressed to the contractor or subcontractor's attorney. Additional Prevailing Wage information may be obtained from the Department of Labor and Training at www.dlt.ri.gov/pw.

CERTIFICATION

I hereby certify that I have reviewed this CONTRACT ADDENDUM and understand my obligations as stated above.

By: Michele L. L...

Title: PRES. NORTHEASTERN TREE SERVICE inc.

Subscribed and sworn before me this 2nd day of August 2014

Notary Public

My commission expires: 11/25/17

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TTY via RI Relay 711



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APPENDIX A

TITLE 37
Public Property and Works

CHAPTER 37-13
Labor and Payment of Debts by Contractors

SECTION 37-13-5

§37-13-5 Payment for trucking or materials furnished - Withholding of sums due. -A contractor or subcontractor on public works authorized by a proper authority shall pay any obligation or charge for trucking and material which have been furnished for the use of the contractor or subcontractor, in connection with the public works being performed by him or her, within ninety (90) days after the obligation or charge is incurred or the trucking service has been performed or the material has been delivered to the site of the work, whichever is later. When it is brought to the notice of the proper authority in a city or town, or the proper authority in the state having supervision of the contract, that the obligation or charge has not been paid by the contractor or subcontractor, the proper authority may deduct and hold for a period not exceeding sixty (60) days, from sums of money due to the contractor or subcontractor, the equivalent amount of such sums certified by a trucker or materialman creditor as due him or her, as provided in this section, and which the proper authority determines is reasonable for trucking performed or materials furnished for the public works.

APPENDIX B

TITLE 37
Public Property and Works

CHAPTER 37-13
Labor and Payment of Debts by Contractors

SECTION 37-13-7

§ 37-13-7 Specification in contract of amount and frequency of payment of wages.

-(a) Every call for bids for every contract in excess of one thousand dollars (\$1,000), to which the state of Rhode Island or any political subdivision thereof or any public agency or quasi-public agency is a party, for construction, alteration, and/or repair, including painting and decorating, of public buildings or public works of the state of Rhode Island or any political subdivision thereof, or any public agency or quasi-public agency and which requires or involves the employment of employees, shall contain a provision stating the minimum wages to be paid various types of employees which shall be based upon the wages that will be determined by the director of labor and training to be prevailing for the corresponding types of employees employed on projects of a character similar to the contract work in the city, town, village, or other appropriate political subdivision of the state of Rhode Island in which the work is to be performed. Every contract shall contain a stipulation that the contractor or his or her subcontractor shall pay all the employees employed directly upon the site of the work, unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account, the full amounts accrued at time of payment computed at wage rates not less than those stated in the call for bids, regardless of any contractual relationships which may be alleged to exist between the contractor or subcontractor and the employees, and that the scale of wages to be paid shall be posted by the contractor in a prominent and easily accessible place at the site of the work; and the further stipulation that there may be withheld from the contractor so much of the accrued payments as may be considered necessary to pay to the employees employed by the contractor, or any subcontractor on the work, the difference between the rates of wages required by the contract to be paid the employees on the work and the rates of wages received by the employees and not refunded to the contractor, subcontractors, or their agents.

(b) The terms "wages", "scale of wages", "wage rates", "minimum wages", and "prevailing wages" shall include:

- (1) The basic hourly rate of pay; and
- (2)) The amount of:

(A) The rate of contribution made by a contractor or subcontractor to a trustee or to a third person pursuant to a fund, plan, or program; and

(B) The rate of costs to the contractor or subcontractor which may be reasonably anticipated in providing benefits to employees pursuant to an enforceable commitment to carry out a financially responsible plan or program which was communicated in writing to the employees affected, for medical or hospital care, pensions on retirement or death, compensation for injuries or illness resulting from occupational activity, or insurance to provide any of the foregoing, for unemployment benefits, life insurance, disability and sickness insurance, or accident insurance, for vacation and holiday pay, for defraying costs of apprenticeship or other similar programs, or for other bona fide fringe benefits, but only where the contractor or subcontractor is not required by other federal, state, or local law to provide any of the benefits; provided, that the obligation of a contractor or subcontractor to make payment in accordance with the prevailing wage determinations of the director of labor and training insofar as this chapter of this title and other acts incorporating this chapter of this title by reference are concerned may be discharged by the making of payments in cash, by the making of contributions of a type referred to in subsection (b)(2), or by the assumption of an enforceable commitment to bear the costs of a plan or program of a type referred to in this subdivision, or any combination thereof, where the aggregate of any payments, contributions, and costs is not less than the rate of pay described in subsection (b)(1) plus the amount referred to in subsection (b)(2).

(c) The term "employees", as used in this section, shall include employees of contractors or subcontractors performing jobs on various types of public works including mechanics, apprentices, teamsters, chauffeurs, and laborers engaged in the transportation of gravel or fill to the site of public works, the removal and/or delivery of gravel or fill or ready-mix concrete, sand, bituminous stone, or asphalt flowable fill from the site of public works, or the transportation or removal of gravel or fill from one location to another on the site of public works, and the employment of the employees shall be subject to the provisions of subsections (a) and (b).

(d) The terms "public agency" and "quasi-public agency" shall include, but not be limited to, the Rhode Island industrial recreational building authority, the Rhode Island economic development corporation, the Rhode Island airport corporation, the Rhode Island industrial facilities corporation, the Rhode Island refunding bond authority, the Rhode Island housing and mortgage finance corporation, the Rhode Island resource recovery corporation, the Rhode Island public transit authority, the Rhode Island student loan authority, the water resources board corporate, the Rhode Island health and education building corporation, the Rhode Island higher education assistance authority, the Rhode Island turnpike and bridge authority, the Narragansett Bay water quality management district commission, Rhode Island telecommunications authority, the convention center authority, the board of governors for higher education, the board of regents for elementary and secondary education, the capital center commission, the housing resources commission, the Quonset Point-Davisville management corporation, the Rhode Island children's crusade for higher education, the Rhode Island depositors economic protection corporation, the Rhode Island lottery commission, the Rhode Island

partnership for science and technology, the Rhode Island public building authority, and the Rhode Island underground storage tank board.

STATE OF RHODE ISLAND
DIVISION OF PURCHASES
BID NO. 7548904
TREE AND SHRUB TRIMMING/ REMOVAL - MPA 372

The State of Rhode Island is seeking to establish pricing agreements with qualified vendors to provide all labor, equipment and materials necessary to perform statewide tree trimming and removal work as necessary. Locations may be various state-owned, leased facilities, or roadways. The services will include, but not be limited to, removal of trees, trimming trees, clearing deadwood, removing stumps, stump grinding, trimming/planting shrubs, providing screened loam and grass seed to fill void created by stump removals, hydro seeding, and removal/disposal of debris from site. It is the intention of the State to issue multiple awards from this solicitation.

The objective of this Master Price Agreement is to provide state agencies the ability to engage the services specified, as needed, for both scheduled work and unscheduled work. All rates are to be inclusive of labor, equipment, material and administrative fees. To accommodate all needs that may be encountered throughout the term of the agreement(s) resulting from this award, the following levels of service are required:

1. Tier 1 Services- these are services which are scheduled in advance for various trimming and/or removal of trees, shrubs, limbs, stumps, etc., removal and/or planting of shrubs. The State agency will be required, under Tier 1, to solicit bids from multiple vendors awarded on the MPA for individual work orders. Vendors are required to look at the work and submit their pricing within 72 hours of agency notification of work. Tier 1 regular hours are defined as Monday through Friday 7:00 a.m. to 3:30 p.m.
2. Tier 2 Services- this level of service is considered an emergency operation and requires immediate response, resulting in the vendor halting their current operations to perform the required work. Emergency Services require immediate response from the vendor whenever called upon including regular business hours, and non-business hours (after 4:00 p.m, Monday through Friday, Saturdays, Sundays and Holidays. Generally speaking, this level of service will be limited to isolated areas within the State. Examples of a Tier II Service call would be a fallen tree across a roadway, a vehicular accident impacting a tree that would necessitate attention to eliminate an immediate hazard to the public, and maintain safe passage of motor vehicles as determined by appropriate agency staff. Tier 2 services may be necessary at anytime and the vendor is expected to be ready to respond 24 hours per day/7 days per week/365 days per year. Response time for Tier 2 Services shall be within two hours of notification. In such instances, the State reserves the right to utilize the vendor who can respond and complete the required work in the most expeditious fashion.

STATE OF RHODE ISLAND
DIVISION OF PURCHASES
BID NO. 7548904
TREE AND SHRUB TRIMMING/ REMOVAL - MPA 372

3. Tier 3 Services—this level of service is required when a severe situation arises such as a regional weather event or other disaster and the resulting damage has regional impact. This type of regional situation will require immediate response time and may require a longer duration of service(s) from the vendor(s). In the event that a regional event is predicted the State, at its sole option, may elect to schedule the anticipated services in advance. For situations like this, the State will pay a “stand-by” rate to retain as many crews as may be necessary to be on-call solely to the State of Rhode Island agency paying the “stand-by” rate, and respond/react as needed. Response time for this level of service is within two (2) hours, and may require up to a twelve (12) hour workday. At this level of service, subcontracting is allowed to provide the number of crews requested by the State of Rhode Island.

Tier 3 Services will be implemented when one of the following two situations occur: a) an Emergency Declaration is issued by the Governor or b) authorization by the Chief Purchasing Officer or Purchasing Agent in accordance with State of Rhode Island Regulation 9.6 Emergencies (37-2-21b).

In all instances, the following conditions shall apply: All work resulting from the Master Price agreement is subject to prevailing wage.

1. Overtime rates are requested only for Tier 1 work.
 - a. The State expects that since Tier 1 work will be scheduled, the vendor shall bid the work based on time to complete and shall schedule the work within their regular work day, however the overtime work permits the agency to engage the services on an extended day basis, as may be necessary in certain circumstances.
 - b. The State expects that both Tier 2 and Tier 3 rates each will command a higher rate based upon the requirements of each level of service. It is assumed that the higher rates of these levels of service will meet or exceed the overtime rate and therefore a separate overtime rate is not required.
2. No portal-to-portal; travel time is not allowed. The vendor’s mobilization costs are considered part of their cost of doing business on this MPA.

VENDOR QUALIFICATIONS:

- I. Licenses and Certifications

STATE OF RHODE ISLAND

DIVISION OF PURCHASES

BID NO. 7548904

TREE AND SHRUB TRIMMING/ REMOVAL - MPA 372

- A. OSHA 10 hour Construction Safety and Health Training.
- B. State of Rhode Island Arborist License
- C. Electrical Hazard Awareness Program (EHAP) Certification (per OSHA 1910.268, 269, 331).
- D. Insurance Certification: \$2,000,000 Automobile Liability, \$2,000,000 General Liability, Worker's Compensation in "Tree Service" classifications. All certificates of insurance must identify the State of Rhode Island as an additional insured.
- E. Flagging and Work Zone Safety Certification.
- F. Shall have a Rhode Island headquarters but the State will allow subcontracting as noted under the levels of service.

II. Equipment

- A. Bucket Trucks, with a minimum aerial height of fifty five (55) feet.
- B. Dump Trucks
- C. Chip trucks
- D. Brush Chippers
- E. Self Loading Log Trucks
- F. Small Power Equipment and Chain Saws as necessary to the tree service industry.
- G. Crane (may be required for larger tree removals, but not a minimal qualification.

III. Personnel

- A. Bucket Truck Operators
- B. Saw Cutters
- C. Loader operators
- D. General Laborers
- E. Climbers
- F. Supervisors

STATEWIDE APPLICABILITY

Political subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

STATE OF RHODE ISLAND
DIVISION OF PURCHASES
BID NO. 7548904
TREE AND SHRUB TRIMMING/ REMOVAL - MPA 372

BID SUBMISSION

The bid opening date and time will 8/26/14 at 10:00 a.m. at the Division of Purchases located at the above address.

Bid submission must include a list of all currently owned or leased equipment that may be utilized in conjunction with the resulting contract awards.

Successful bidders will be required to furnish insurance certificates within five (5) days of request.

Questions concerning this solicitation may be e-mailed to Lisa Hill at lisa.hill@purchasing.ri.gov . Questions will be received through 8/19/14 at 4:00 p.m.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

WAGE REQUIREMENTS

BIDDERS ARE ADVISED THAT ALL PROVISIONS OF TITLE 37 CHAPTER 13 OF THE GENERAL LAWS OF RHODE ISLAND APPLY TO THE WORK COVERED BY THIS REQUEST, AND THAT PAYMENT OF THE GENERAL PREVAILING RATE OF PER DIEM WAGES AND THE GENERAL PREVAILING RATE FOR REGULAR, OVERTIME, AND OTHER WORKING CONDITIONS EXISTING IN THE LOCALITY FOR EACH CRAFT, MECHANIC, TEAMSTER, OR TYPE OF WORKMAN NEEDED TO EXECUTE THIS WORK IS A REQUIREMENT FOR BOTH CONTRACTORS AND SUBCONTRACTORS. THE PREVAILING WAGE TABLE MAY BE OBTAINED AT THE RI DIVISION OF PURCHASES HOME PAGE BY INTERNET at www.purchasing.ri.gov. SELECT "BIDDING INFORMATION", THEN "GENERAL INFORMATION", AND THEN SELECT "PREVAILING WAGE TABLES". PRINTING THE ENTIRE DOCUMENT AVERAGES APPROXIMATELY ONE MINUTE PER PAGE - YOU MAY WANT TO PRINT ONLY THE PAGES APPLICABLE TO YOUR BID. BIDDERS NOTE: IN THE EVENT THIS BID SPECIFIES PRICE OFFERS ON A TIME-AND-MATERIALS BASIS, i.e., AN HOURLY RATE, ANY OR ALL BIDS SUBMITTED IN AN AMOUNT LESS THAN THE PREVAILING RATE IN EFFECT FOR THE WORK COVERED BY THIS REQUEST AS OF THE DATE OF BID ISSUANCE SHALL BE REJECTED BY THE DIVISION OF PURCHASES.

INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

LICENSE REQUIREMENTS

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS,

BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND,
DIVISION OF PURCHASES

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
- Department of Administration
- Division of Purchases, Second floor
- One Capitol Hill
- Providence, RI 02908-5855

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordered during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. ORDERING (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.